United States Air Force Reserve

Integrity - Service - Excellence

Enlisted Force Development for the Air Force Reserve

U.S. AIR FORCE

Enlisted Force Development Team
HQ ARPC/ DPAF
Feb 2019
What is Force Development

Reserve Enlisted Development Plan (R-EDP)

Board Descriptions:
- Functional Development Teams
- Command E-8/ E-9 Development Team
- Stripes for Exceptional Performers (STEP II)
- Command Chief Masters Sergeant Screening Board (CCM)

Key Personnel List (KPL)

Check your records

Enlisted Developmental Education Board (EDEB)

Links/ Contact information
What is Force Development?

Optional process for you as an individual reservist to receive Reserve specific guidance and mentoring from senior reserve leaders of your career field

- Career Development through scoring and vectoring such as Education and Training opportunities
Reserve Enlisted Development Plan (R-EDP)

- **R-EDP is critical for Developmental Teams and School Boards**

- Member’s tool to communicate military, civilian, and personal career goals, accomplishments, life events, and experience

- Located within vPC through the My Personnel System (myPERS)

- Must be current (within 12 months) and coordinated by established suspense dates
If First time entering a R-EDP, click on the “Action Requests” tab

Select “Reserve Enlisted Development Plan (R-EDP)”

Instructions on completing and coordinating the R-EDP
Functional Development Teams

- Functional Development Teams (DTs)
  - AFSC Specific
  - Panel Chair is the MAJCOM Functional Manager (MFM)
  - Held every two years
  - Normally MSgt – CMSgt (TSgt may be vectored only)
    - Determined by needs of career field
  - Eligible members scored and vectored
  - Functional Key Personnel List (KPL) determined

Management of experiences combined with education and training opportunities in order to strengthen the career field and develop Air Force leaders
**Functional DT Disqualifying Factors**

- **Disqualifying Factors**
  - Reserve Enlisted Development Plan (R-EDP)
    - Not completed in past 12 months
  - Approved Retirement
    - Projected
  - High Year Tenure (HYT)
    - Within 24 months
  - Unfavorable Information File (UIF)
    - Unsatisfactory participation
      - 2 bad years in the past 3 years
Command E8/E9 Development Team

- Conducted annually (in May)
- R-EDP suspense: TBD
- Panel Chair is the AFRC/CCC
- Eligible members scored and vectored
- Command Key Personnel List (KPL) determined

- Develop a pool of qualified candidates for strategic senior leadership positions within the Air Force Reserve
Command E-8/E-9 Disqualifying Factors

• Disqualifying Factors
  • Reserve Enlisted Development Plan (R-EDP)
    • *Must have both levels of coordination accomplished by R-EDP suspense date*
  • Approved Retirement
    • Projected
  • High Year Tenure (HYT)
    • Within 24 months
  • Unfavorable Information File (UIF)
  • Unsatisfactory participation
    • 2 bad years in the past 3 years
Stripes for Exceptional Performers (STEP II)

- Conducted annually (in July)
- Nominations Due: TBD
- Promotion to TSgt through CMSgt

Eligibility:

- TR, ART, IMA, PIRR
- Must meet all eligibility requirements in accordance with AFI 36-2502
- Limited to one grade over authorized grade of the UMD position
- Must be able to obtain 24 months retainability
- Must have CCAF degree for consideration to SMSgt and CMSgt

- Commander’s program designed to promote outstanding and well deserving Air Force Reserve members
Command Chief Screening Board (CCM)

CY19 Command Chief Screening (CCM) board

- Conducted annually (in December)
- Nominations Due: 6 November 2018
- Board President is the AFRC/CCC
- Eligibility:
  - AFR CMSgts only
  - Date of Rank 1 January 2018 or earlier
  - High Year of Tenure of 31 December 2020 or later
  - Must be world-wide qualified, no Assignment Limitation Code (ALC) C3, and not pending a Medical Evaluation board

- Identify eligible candidates for Command Chief opportunities within the AFR for CY19
Key Personnel List (KPL)

- The functional KPLs contain the top members in each AFSC reviewed by the DT.
- The Command KPL contains the top E8s and E9s and is used to fill key and strategic positions.
- KPLs are referenced when making other developmental and career management decisions.
- MAJCOM Functional Managers (MFMs) maintain their respective functional KPLs.
- AF/REG, the Senior Enlisted Management Office, maintains the E-8 and E-9 KPLs.
Items to Check in Your Records

• If you have transferred from the ANG or a Sister Service, or have a break in service you may not have a sufficient amount of background documents for the DT panel to review. Annotate any missing information in your R-EDP

• Refer to your Career Data Brief (CDB) in the Virtual Military Personnel Flight (vMPF) to check your records. All data for the DT Panel review is pulled from the Military Personnel Data System (MilPDS) https://www.my.af.mil/afpc2ww3/vmpf/Hub/Pages/Hub.asp

• **EPRs** - ensure the most current three are loaded and viewable in Automated Records Management System for Members (ARMS Member) or in the Personnel Records Display Application (PRDA); open them and ensure that they can be viewed and that they are yours. If you are missing an EPR, first try to locate it and get it updated as soon as possible through your local Personnel office https://www.my.af.mil/afpc2ww3/vmpf/Hub/Pages/Hub.asp
Items to Check in Your Records

- **PME** - Ensure all PME commensurate with your grade, whether in-resident or correspondence, is noted in your records. (NCOA, SNCOA, Chief Leadership or Orientation Course, Senior Enlisted Joint PME) Contact your local Education and Training Office to update.

- **Degrees** - Ensure all of your academic degrees are listed - most importantly, your CCAF degree. Contact your local Education and Training Office to update.

- **Duty History** - Check duty history and locations. Contact ARPC via telephone, e-mail, vPC, or myPers to correct erroneous data (Contact information can be found at the end of the slide presentation).
Items to Check in Your Records

- **Point Summary** - Ensure all points that you have earned have been credited correctly. Contact ARPC for corrections. (ARPC contact info is located at the end of the slide presentation)

- **Decorations** - DT panel reviews for a current (within last 3 years) decoration. (Achievement Medal, Commendation Medal, Meritorious Service Medal) Discuss with your supervisor to see if one is warranted. If your records are missing any decorations, Contact ARPC for corrections.
Enlisted Force Development Communication


We have created a three part video series explaining the EFD program, how to fill out your R-EDP, and explaining the EDEB. All three videos are posted to the AFRC EFD YouTube Channel:

https://www.youtube.com/channel/UCw6lXwcsx-9U-y9I2siNidA

AFRC EFD Facebook page:
• ARPC Force Development myPers
  • https://gum-crm.csd.disa.mil/app/categories/p/16%2C18/c/549

• AFRC Force Development SharePoint
  • myPers (for access to vPC for the R-EDP)
  • https://gum-crm.csd.disa.mil

• AFRC Professional Development SharePoint
  • https://afrc.eim.us.af.mil/sites/A1/PDC/SitePages/Home.aspx

• Barnes Center AU Education Support Center
  • http://www.aueducationsupport.com/ics/support/splash.asp
ARPC/ DPAF
Force Development
DSN:  847-3404
Email:  arpc.dpaf@us.af.mil
Questions?
Enlisted Developmental Education
Overview

- Purpose, Selection Audience, and Authority
- Records
- Eligibility Requirements & Disqualifying Factors
- CY20 EDEB Courses and Quotas
- How to Ensure Applications Meet the Board
- Links
- Contact Information
- Questions
Purpose, Selection Audience, and Authority

Purpose:
- Selection of Air Force Reserve Enlisted members for Developmental Education via the following categories:
  - Enlisted Professional Developmental Courses
  - Sister Service Courses
  - NATO Courses.

Selection Audience:
- Exceptionally well-qualified candidates
- Candidates that can provide a Return on investment to the AFR

Authority:
- AFI 36-2254v2 Reserve Personnel Training
- AFI 36-2301 Developmental Education
- AFI 36-2640 Executing Total Force Development
- AFRCI 36-2640 Executing Air Force Reserve Force Development
- AFRC/CCC “Charge to the Board”
Records

- Records will be downloaded 30 days prior to the board convening date
  - Members must work through their local CSS/MPS to get records updated

- All records (EPRS, decorations, degrees, etc.) must be in PRDA to be considered by the board
  - Draft EPRS, decorations, etc will not be accepted

- Items missing from the records may be communicated to the board via the justification section of the application

Ultimately, it is the member’s responsibility to ensure their records are current
Eligibility Requirements & Disqualifying Factors

Eligibility Requirements:
- Ranks: TSgt - CMSgt
- SEJ PME I or II (sister service courses only)
- SNCOA via distance learning (sister service courses only)
- Fitness (sister service courses have higher fitness quals)
- Participation (waiverable)
- HYT (waiverable)
- *PI RR members
- *VLPAD members

Disqualifying Factors:
- Not current/passing on FA
- Current UIF
- CMSgt's/ SMSgt's that did not meet the Command E8/ E9 DT board
- SNCOs without an associates degree or higher (CCAF degree’s qualify as an associates degree)
CY20 EDEB Courses & Quota

**Enlisted Professional Developmental Courses:**
- International SNCO Development Course (INLEAD): 4 (Alternate: 6)

**Sister Service Courses:**
- Navy Senior Enlisted Academy: 4 (Alternate: 8)
- Marine Corps Staff NCO Academy Advanced Course: 4 (Alternate: 4)
- Coast Guard Chief Petty Officer Academy: 6 (Alternate: 8)

**NATO Courses:**
- NATO SNCO Orientation Course: 9 (Alternate: 8)
- NATO NCO Intermediate Course Leadership Course: 6 (Alternate: 6)
- NATO NCO Advanced Leadership Course: 6 (Alternate: 6)
How to Ensure Applications Meet the Board

- Read the Invitation to Apply (all coordinators)
- Monitor the status of the application
- Submit any/all required waivers
- Understand & follow the routing sequence
- Know, meet and/or establish suspense dates
- Educate each coordinator on their roles/resp. in the coordination process
- Contact Developmental Education Branch for assistance
ARPC/ DPAF  
**Developmental Education**  
DSN: 847-3862  
Email: arpc.dpaf.edeb@us.af.mil
Questions?